



**RESEARCH MANAGER II/III (SOCIAL/BEHAVIORAL)**  
**Final Filing Date: April 15, 2010**

**OPEN - SPOT**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENT OF CORRECTIONS AND REHABILITATION  
SPOT EXAMINATION FOR: **SACRAMENTO**

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (Std. Form 678)

**By mail with:** or **In person with:**

**Department of Corrections and Rehabilitation**  
**Office of Workforce Planning and Selection**  
**P.O. Box 942883**  
**Sacramento, CA 94283-0001**  
**(916) 322-2545**

**Department of Corrections and Rehabilitation**  
**Office of Workforce Planning and Selection**  
**1515 S Street, Room 522N**  
**Sacramento, CA 95811-7243**  
**(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

If you meet the entrance requirements for **Research Manager II (Social/Behavioral)** and **Research Manager III (Social/Behavioral)** you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **April 15, 2010**, is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during **June/July 2010**.

**SALARY RANGE(S)** As of: **March 18, 2010**

**RESEARCH MANAGER II (SOCIAL/BEHAVIORAL)**  
**\$5,576 - \$6,727**

**RESEARCH MANAGER III (SOCIAL/BEHAVIORAL)**  
**\$6,779 - \$7,474**

**MINIMUM QUALIFICATIONS** **RESEARCH MANAGER II (SOCIAL/BEHAVIORAL)**  
Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made **and**

**Either I**  
One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager I.

**Or II**  
**Experience:** Four years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and methodology of a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree may be substituted in a similar field to that described for the doctoral degree, for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager I to two years equivalent to Research Analyst II.) **and**

**Education:** Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

**RESEARCH MANAGER III (SOCIAL/BEHAVIORAL)**  
Experience and education which provides ability to perform successfully as a Research Manager at the level for which application is made. (Those applications showing qualifications below the minimum listed below may be eliminated without further examination.) **and**

**Either I**  
One year in the California state service performing pertinent research-related duties in a class with a level of responsibility equivalent to that of Research Manager II.

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

Or II

**Experience:** Five years of pertinent professional research experience above the trainee level which must have included responsibility for the determination of research design and method for a complete research project. (A Doctorate Degree in Economics, Psychology, Sociology, Geography, or a related research-oriented field may be substituted for two years of the required experience or a master's degree in a similar field to that described for the doctoral degree, may be substituted for one year of the required experience.) (Research experience in the California state service applied toward this pattern must include at least one year of experience in a class with a level of responsibility equivalent to Research Manager II.) and

**Education:** Graduation from college with any major but with extensive course work in economics, psychology, sociology, geography, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistical methods.

**BOTH CLASSIFICATIONS**

**Special Personal Characteristics:** Demonstrated ability to act independently; flexibility; and tact.

**Additional Desirable Qualifications:** College level courses equivalent to six semester hours of advanced statistics; six semester units of research techniques; and six semester hours of psychological-related or sociological-related courses.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

**NOTE:** Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

**Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.**

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**BOTH CLASSIFICATIONS**

A. Knowledge of:

- 1. Principles and concepts of psychological or sociological behavioral theory
- 2. Techniques and methodologies for measuring psychological or sociological dimensions
- 3. Social problems of governmental concern
- 4. Experimental design procedures and all of the requirements specified in the Research Manager (General)
- 5. Department's Equal Employment Opportunity Program objectives
- 6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

**BOTH CLASSIFICATIONS**

B. Ability to:

- 1. Manage research and evaluate behavior, design and validate studies
- 2. Effectively contribute to the department's Equal Employment Opportunity objectives

**RESEARCH MANAGER II (SOCIAL/BEHAVIORAL) (ONLY)**

**If conditions warrant**, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST  
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

A **Research Manager II (Social/Behavioral)** is the first full supervisory level over analytical research and administrative work.

A **Research Manager III (Social/Behavioral)** is the second full supervisory level responsible for a large and varied research function in one of the larger departments.

POSITION  
DESCRIPTION AND  
LOCATION(S)  
(CONTINUED)

Incumbents in both parenthetical specialties are distinguished from other Research Managers by being required to perform, manage, and direct research and statistical studies involving the research and evaluation of individual or social aspects of human behavior. The study conclusions are utilized for test development, program planning and implementation in such areas as traffic accidents, driver behavior, health care, vocational rehabilitation, delinquency, and criminal behavior.

Position(s) exist in Sacramento with the Department of Corrections and Rehabilitation.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Office of Workforce Planning and Selection (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.spb.ca.gov/OEC/jobs/stateapp.aspx](http://www.spb.ca.gov/OEC/jobs/stateapp.aspx).

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS